

ADDENDUM

Position Title: ASSISTANT COUNTY ATTORNEY – LITIGATOR Department: County Attorney	Class Code: 13-4	Position Level: 13
--	-------------------------	---------------------------

ADDITIONAL KEY RESPONSIBILITIES

1. *Review and monitor the fiscal aspects of criminal and child welfare proceedings (including bail bonds and payments to court-approved counsel).
2. *Litigate primarily in the areas of civil/commercial law.
3. Advise County Administrator, Department Heads and personnel.
4. *Assist in the implementation of the Article V, Revision 7 reforms.
5. *Prosecute County ordinance violations in County Court and before the Code Enforcement Special Master.
6. *Advise the Contractor's Examining Board.
7. Represent County at miscellaneous administrative hearings.
8. Advise BOCC on effects of Article V reforms.
9. Attend Value Adjustment Board hearings as needed.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____